

Missouri River Division  
Omaha, NE

Policy  
No. 14

**Use of Government E-Mail Accounts and Internet Access**

1. Purpose: The purpose of this policy is to outline the use of email and internet usage in the workplace.
2. Applicability: This policy applies to all personnel working in the Missouri River Division.
3. Reference: Department of Defense (DOD) 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2).
4. Policy:
  - a. Use of Federal communication resources (including Government-owned and leased telephones, facsimile machines, electronic mail (e-mail) and other access to the internet) 'shall be for official use and authorized purposes only' (JER 2-301). 'Authorized purposes' may include personal use as permitted by 'Agency Designees' within specified parameters.
  - b. I hereby establish the following policy for personal use of Federal Government communications resources by the Missouri River Division personnel. Supervisors may issue more restrictive guidance.
  - c. The following personal communications are permitted:
    - i. Those communications that are most reasonably made from your normal work place, such as checking in with spouse or children; making medical, home, automobile repair, and similar appointments; or making a bank or other financial transaction.
  - d. In order to ensure that such use does not adversely affect the performance of official duties and serves a legitimate public interest, this permission is subject to the following:
    - i. Whenever possible, do it before or after your work hours or during lunch or other authorized breaks.
    - ii. If made during your normal work hours, keep the communications INFREQUENT and SHORT.
    - iii. You may not incur any long distance tolls or other usage fees chargeable to

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- the Government; you must use toll-free numbers or charge the communications or access or other fees to your personal credit card.
- iv. This permission does not extend to personal communications to solicit business, advertise, or engage in other selling activities in support of private business enterprises; fundraising activities (other than those permitted by JER 3-210); or any other use that would reflect adversely on the Army or which is incompatible with public service (e.g., chain letters, harassing e-mail, surfing sexually oriented sites, or downloading sexually oriented material).
  - v. You may NOT send group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence). You may NOT send group electronic mailings to announce events sponsored by a non-Federal entity without the prior approval of your supervisor.
- e. In addition, the internet provides a tremendous resource of information interchange and other communication through such vehicles as mail list servers, databases, files, and web sites. Subject to the restrictions in subparagraph 4.d.iii through v, above:
- i. You have permission to use your computers to access and use these internet resources for professional development purposes, subject to ensuring that your primary duties and mission are accomplished;
  - ii. You also have permission to use your computers to access and use these internet resources for any other personal reason, such as routine e-mail correspondence with your children away at college, reading a business magazine, or checking stock quotes; but you may do this only before and after work hours, or during your lunch period or other authorized break during the work day.
- f. In appropriate cases, your supervisor may also authorize you to use e-mail and other internet access in support of your personal and private participation in non-Federal and not-for-profit professional organizations (see JER 3-305), subject to the limitations in paragraph 4.d above.

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- g. Warning: Any use of Government communications resources is with the understanding that such use is generally not secure, not anonymous, and serves as consent to monitoring.

/s/

Richard W. Craig  
COL, EN  
Commanding

Distribution: B

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